



501 Whitaker Street ■ Savannah, GA 31401 ■ Tel 912-651-2125 ■ Fax 912-651-2831 ■ www.georgiahistory.com

LIBRARY & ARCHIVES PATRON REGISTRATION

(Please Print)

Name: _____

Address: _____

Phone Number: _____ E-mail: _____

Driver's License/State Issued ID Number: _____

Institution You Represent (if any) _____

Nature of Research, or Subject: _____

FOR INTERNAL USE ONLY:

(Staff initials verifying
valid gov't-issued ID presented)

(ID type)

(date presented)

RULES FOR MATERIALS USE

Please initial each item to verify that you have read and agree to follow the rules of the Georgia Historical Society Library & Archives.

- ___ NO PENS, HIGHLIGHTERS, OR OTHER UNAPPROVED INSTRUMENTS MAY BE USED.
- ___ PATRONS MAY NOT MARK, PHOTOGRAPH, PAPERCLIP, STAPLE, PUT POST-ITS ON OR FOLD ANY LIBRARY & ARCHIVES MATERIALS.
- ___ RARE MATERIALS MUST BE USED AT THE RESERVED TABLE AND MUST NOT BE LEFT UNATTENDED. PLEASE NOTIFY STAFF WHEN YOU ARE FINISHED USING RARE MATERIALS. USE OF MATERIALS AT THE RESERVED TABLE IS LIMITED TO FOUR RESEARCHERS.
- ___ WHITE GLOVES MUST BE WORN WHEN HANDLING PHOTOGRAPHIC MATERIAL AND ARTIFACTS.
- ___ ARCHIVAL MATERIALS MUST BE KEPT IN THE SAME ORDER THAT THEY ARE FOUND. PLEASE DO NOT REMOVE MATERIALS FROM FOLDERS.
- ___ ONLY ONE FOLDER AT A TIME MAY BE REMOVED FROM AN ARCHIVAL BOX.
- ___ DURING BUSY TIMES, USERS OF RARE MATERIALS MAY BE REQUIRED TO LIMIT THEIR RESEARCH TIME TO ONE HOUR.
- ___ ALL PHOTOCOPYING IS DONE BY STAFF. COPYING MAY BE PROHIBITED DUE TO DONOR RESTRICTIONS, COPYRIGHT LAW, OR CONDITION OF THE ITEM(S).
- ___ GHS MATERIALS MAY NOT BE REMOVED FROM THE READING ROOM.
- ___ STAFF RESERVES THE RIGHT TO EXAMINE PERSONAL RESEARCH MATERIAL SUCH AS NOTES, FOLDERS, ETC., AS WELL AS ANY BAGS OR OTHER CONTAINERS.

I have read, understand, and agree to abide by the rules for use of materials of the Georgia Historical Society. I have been made aware of the GHS Rules and Regulations for the Library & Archives and of the use of video surveillance in Hodgson Hall. Failure to comply will result in the loss of use privileges and may result in fees or legal action.

Signature

Date

July 2008